

DUTY STATEMENT - ADMINISTRATION

DGS OHR 907A (Rev. 09/2022)

☐ Current☒ Proposed

RPA NUMBER 25917	DGS OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Performance Metrics	REPORTING LOCATION Headquarters	
SCHEDULE (DAYS / HOURS) Monday through Friday / 40 Hours Per Week	POSITION NUMBER 718-599-5393-706	CBID R01
CLASS TITLE Associate Governmental Program Analyst	WORKING TITLE Performance Metrics Analyst - Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of the Staff Services Manager I in the Headquarters Office, Performance Metrics Unit, the position is responsible for identifying and analyzing processes to improve operating efficiency and effectiveness within the division statewide and acts as co-administrator of the DSA's cloud/secure content platform(s) in order to ensure compliance with the California Code of Regulations (CCR), Title 24, and other governing regulatory requirements. May occasionally act as lead. Essential functions include the requirement to work in the office for a minimum of three (3) days per week up to a maximum of five (5) days per week depending on operational needs.

SPECIAL REQUIREMENTS ☐ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Performance Metrics Manages performance metrics data for DSA by researching, gathering, and analyzing the more complex, qualitative, quantitative, and technical data and collaborating with internal and external stakeholders, using various data sources and systems, measurable tools, and techniques, including metrics data, volumes, current and historical data trends, program statistics, and gap analysis, in order to implement, identify and evaluate new operational efficiencies to ensure statistical and data quality are optimized and all work processes are efficient and effective division-wide.
25%	Conducts more complex research assignments, develops and maintains revenue projection documents and public inquiry reports (dashboards), and participates in various ad hoc analysis projects by analyzing, interpreting, extracting and manipulating measurable divisional, and regional project data in order to create and maintain more complicated statistical reports that provide accurate, up-to-date and historical fiscal and construction project data to DSA and DGS Executive Staff to ensure transparency and compliance of all governing regulatory requirements using advanced methodologies, accepted systems, and documentation standards.

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PERCENTAGE	DESCRIPTION
20%	Co-administers DSA's cloud/secure content platform environment(s) with other Performance Metrics Analyst in the unit by troubleshooting various system issues, collaborating with Enterprise Technology Solution's staff as needed, conducting staff trainings, and creating and sending system update correspondences to DSA staff and customers in order to maintain a secure cloud based content management system for staff and customers and ensure platform policy compliance virtually collaborate and reference information such as but not limited to building code updates, regulation interpretations and related construction project compliance information in accordance with DSA Policy.
15%	Monitors appropriate usage of DSA's cloud/secure content platform environment(s) by researching, developing, updating policies, procedures, and training documents in order to continually educate and provide system support to DSA staff and customers to ensure a secure and user-friendly system access utilizing various cloud/secure content platform(s) tools, any additional required software and related systems in accordance with DSA Policy.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	May act for the SSM I in their absence and represent the Performance Metrics Unit by attending meetings and presentations with other DSA staff and/or clients as directed in order to provide information and/or recommendations to issues; may perform other lead duties as assigned.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Professional office environment

Daily use of a personal computer, related software applications and peripherals at a workstation

Use fax, copiers, and general office equipment

Essential functions include the requirement to work in the office for a minimum of three (3) days per week up to a maximum of five (5) days per week depending on operational needs.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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